Move the *not-to-be-used* items to the storage areas

Move the **to-be-used** furniture to near their final positions

Lay out RT waiting lines -- sides marked with masking tape

- \* Wide blue tape for "Wait Until Called" line
- \* Narrow masking tape strip along middle of blue tape
- \* Narrow masking tape strips to kitchen counter far end 3RT: three 4+ft-wide RT lines; 2RT: two 5ft-wide RT lines

## Align RT tables and RT waiting lines

#### Set up chairs

- \* RT, BT, and HT tables
- \* HT waiting areas
- \* Observer positions
- \* CJ table and ExpressVote

#### Set up signs

- \* "Wait here until called"
- \* "Get in line per...letter"
- \* "Don't forget photo ID"
- \* "CAST YOUR BALLOT"

Distribute gray bin kit bags; move empty gray bin to BT ("Voter Assistance" and "All Officials" to Curbside Table)

Set up RT, BT, and HT per checklists in Quick Guides

- \* Reorganize pollbooks
- \* Create file jacket sign covers for RT waiting lines
- \* Test mobile phone; start the overnight recharge
- \* Test laptop(s); repack for the CJ to take home
- \* Test scanner (if provided); start the overnight recharge

# **Monday Setup Tasks at Hope Lutheran Church**

JGK 10/8/25

## Move to final places

- \* Tabulator Base
- \* ExpressVote and its table
- \* Trash cans by exit door and near start of RT lines

### Assemble and position voting booths

- \* Normal voting booths
- \* Provisional voting booths (two if two laptops)
- \* ADA booth (shorter legs, horizontal extenders)
- \* Remind Officials about "string in pan cap" trick

## Set up ExpressVote with its table

- \* Ensure that its power light is on
- \* Use chairs/tape to make a barrier

#### **JGK items**

- \* Count entries in last-minute absentee list
- \* Place last-minute absentee list on kitchen counter
- \* Check that Tabulator bins are empty
- \* Set up Keurig coffee machine and supplies

#### Set up inside signs

- \* BOE signs: Per BOE sign checklists and BOE notes on signs
- \* My signs: Per "Inside Signs" diagram
- \* Use blue tape (NOT scotch tape) for hanging signs

Do a walk-around to check furniture and sign placements

## **Assemble vinyl and H-frame signs**

# Place signs to be left out overnight

- \* Parking lot signs per "Outside Signs" diagram
- \* "Vote Here" signs along sidewalk to Voting Enclosure
- \* Direction sign taped on Church administrative entrance
- \* Signs by entrance from Rogers Road

## Set up curbside area and boundary line

- \* Measure 50ft boundary for "No Campaigning" signs
- \* Temporarily set doorbell stand and A-frame signs
- \* Test doorbell
- \* Bring "temporarily set" items back inside after testing (will be put out again Tuesday before the polls open)

# **End of day**

- \* Have end-of-day meeting with all Officials
- \* Take photos of enclosure
- \* Collect forms for archive
- \* Call Coordinator before leaving

(cushions, round tables, carts, planters, AV gear, etc.)

If needed for extra "voting booths", move most of the large square tables to the back wall, behind the voting booths

(see layout diagram for use of floor outlet cover and 6' 10" spot from post side to determine tape ends)
Use blue tape to mark BT "Wait Until Called" line

\* BT and HT waiting areas

Set up signs

\* "Follow the RED arrows" (use stands if available)

Put red painter's tape arrows on carpet between booth area and Tabulator – closer to RT lines than to RT tables

Set up the Rain Table and the rows of bookcases

- \* Use the appropriate (large or small) layout diagram (for large: note "glowing bookcase" and pillar align)
- \* 18 feet from wall to farthest away wheeled bookcase
- \* 5-foot width along whole path (for wheelchairs)
- \* Path width matters; not most spacing within a row
- \* Use blue tape between bookcases for barriers

Use masking tape to secure rug over floor outlet cover

Distribute PPE items (if any were supplied)

- \* Table "voting booths" (if needed)
- \* Use toadstools to make a barrier
- \* Place last-minute absentee list on wall or table

- \* For unsleeved door signs, tape signs on glass inside door
- \* Direction sign taped on main entrance to the church
- \* Temporarily set up cones, doorbell stand, A-frame signs, LED light, and "No Campaigning" signs (training)
- \* Test doorbell (and LED lights if the lights will be used)